

Examples of career or job objectives

A job or career objective is short, specific statement identifying the position, industry, and/or company you are applying for. There are several ways that you can write your resume's objective. Choose the one that best fits what you are trying to achieve in your resume.

EXAMPLE #1

JOB OBJECTIVE Human Resources Assistant (Position Number 23-11)

PROS	CONS
<ul style="list-style-type: none">• This example makes it easy for the employer to identify exactly what position you are applying for.• Saves time for the employer.	<ul style="list-style-type: none">• Not a very exciting intro to your resume.• Will the employer be enticed to read further?

EXAMPLE #2

OBJECTIVE To obtain the **Human Resources Assistant** position with Carter Blanche, Inc.

PROS	CONS
<ul style="list-style-type: none">• By highlighting the position title, the employer can easily identify what job you are applying for.• Personalizing the objective statement to include the company's name	<ul style="list-style-type: none">• If applying for various jobs, you run the risk of submitting a resume to Company B with Company A's name in the objective. So be careful and proofread!• Not a very exciting intro to your

shows some thought.

resume.

EXAMPLE #3

OBJECTIVE To obtain a **Human Resources Assistant** position where I can contribute my **organizational, interpersonal,** and upgraded **computer** skills.

PROS	CONS
<ul style="list-style-type: none">• By highlighting the position title and skills, employer is immediately aware of what you are applying for and what you have to offer.• May entice the employer to read further.	<ul style="list-style-type: none">• May be too long and cluttered to read.• Be sure to highlight your skills that are relevant to the job, otherwise, the employer may not read any further than your objective.

EXAMPLE #4

CAREER OBJECTIVE To re-enter the field of **Human Resources** and contribute my skills and experiences to a visionary company.

PROS	CONS
<ul style="list-style-type: none">• By stating your field of interest, you do not limit yourself to a particular position.	<ul style="list-style-type: none">• May not be specific enough and therefore the employer will have to determine what position within

- Stating a career objective shows the employer that you are not just looking for a job, but a long term career within an industry.

Human Resources you would be suited for.

- Your resume would have to be extremely well-written and clearly highlight skills that would be relevant to jobs within your chosen career field. If not, your resume may be rejected or you may be considered for positions “below” your actual skill and experience level.